

**APPLICATION TO RECERTIFY FROM ASSISTANT ELECTION ADMINISTRATOR
TO CERTIFIED
ELECTION ADMINISTRATOR**

Name _____ Title _____

County _____ Beginning Elections Service Date _____

E-mail Address _____ Phone _____

Requirements: **Refer to WAC 434-260-220 thru 350 for rules pertaining to the certification of election administrators**

(1) **Attended Secretary of State Orientation Workshop** DATE _____

(2) **Experience as an elections administrator or a deputy administrator**

YEARS _____ (a) Auditor, Elections Supervisor, Director, or Manager

YEARS _____ (b) Other Elections Position

(3) **Passed Written Certification Exam** DATE _____

(4) **Obtained certification as Assistant Election Administrator** Date _____

(5) **Additional 20 hours for conferences or workshops by organizations listed below.
(If additional space is needed, please attach a separate sheet.)**

HOURS

_____ (a) Washington State Association of County Auditors (WSACA) **NOTE: List the Annual Election Administrators' conference here!**

_____ (b) Secretary of State

_____ (c) The Elections Center

_____ (d) Visiting other county election departments for training and/or orientation (maximum 4 hours)

_____ (e) The Election Assistance Commission (EAC)

_____ (f) Other national associations related to elections or government administration, approved by the Election Administration and Certification Board (attach listing)

_____ (g) Other conferences or courses approved by the Elections Administration and Certification Board (attach listing)

_____ **TOTAL HOURS**

(6) Education

High School Diploma/Equivalent ☐ Yes ☐ No

Signature of Applicant _____ Date _____

Signature of County Auditor or Other Approving Authority attesting to the accuracy of the information provided on this application.

_____	_____	_____
Name (Please Print)	Title	Date

Send this completed application to:

Kay Ramsay, Election Program Specialist,
Election Certification and Training Program
P.O. Box 40232,
Olympia, WA 98504-0232

To expedite the processing of your application, you may also fax it to: 360.664.4619 or
Email; kramsay@secstate.wa.gov

The signed original application must be received to complete the certification.